

In order to ensure a safe and enjoyable time for all at your event, the Bellevue Fire Department will require the following conditions:

Compliance with all applicable provisions of the International Fire Code (IFC), 2006 edition is required. Depending on the size and type of the event, additional conditions not listed below may be required.

Permit - A Fire Department Permit is required for tents and membrane structures having an area in excess of 200 square feet, and canopies in excess of 400 square feet. A permit and on-site inspection may be required before the event can begin. Contact the Bellevue Fire Prevention Division at 425-452-6872 for permit information.

Access - Access shall be maintained for all tents, canopies, and membrane structures. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures.

Exception: Separation distance between membrane structures, tents and canopies not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.

Bracing - Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

Flame Resistance - Tents, canopies, membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. Membrane structures, tents and canopies shall have a permanent affixed label bearing the identification of size and fabric or material type.

Smoking - Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.

Exits - Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of less than 8 feet. Exits shall be clearly marked with approved exit signs when the exit serves an occupant load of 50 or greater. The surface of means of egress shall be maintained in an approved manner.

Open Flames - Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

Cooking / Warming Devices - Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. Warming of foods that use solid flammables, butane or other similar devices which do not pose an ignition hazard are approved.

Fire Protection - A portable fire extinguisher having a minimum 2A:10:BC rating shall be provided at an interval of not less than 75 feet of travel distance. Each tent or canopy where cooking takes place shall also be equipped with a portable fire extinguisher of the sodium bicarbonate, potassium bicarbonate, or class "K" type.

Combustible Materials - All combustible materials shall be kept away from exit travel and heat sources.

Electrical Cords - Extension cords shall service one appliance and shall be three-wire type with a ground. All cords shall be protected from physical damage and foot traffic. All spliced wires and open junction boxes are not permitted.

LP-gas - LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure. Portable containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.